

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



Reply to Attn of: QS40

August 17, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its fourth meeting on Friday, August 17, 2001. The meeting, which began at 8:30 a.m., was held in Building 4202, conference room 336A. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

There were no opening remarks

VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)

The VPP Implementation Team Status report was given to the council. The VPP Milestone chart was presented to the group and discussed. Currently, all the organizations have identified representatives and the task is progressing on schedule. A copy of the presentation chart is attached as Enclosure 3.

ASSESSMENT SUB-TEAM STATUS (D. HOOD/FD03)

There was no report from the Assessment Sub-Team.

TRAINING SUB-TEAM STATUS (P. SCHULTZ/CD20)

The Training Sub-Team will extract the VPP Training requirements from the OSHA Regulations, NASA Headquarters Directives, and MSFC Directives and then prepare matrices of training by employee categories. The sub-team will assure consistent levels of quality for the training courses as well as establish a system for documentation of the training records. A copy of the presentation charts is attached as Enclosure 4.

ACTION:

Determine if awarded contracts include a clause that pertains to the required training for any new MSFC initiatives, such as ISO 9000 and VPP Certification.

(VPP-0015, B. Butler/PS01, P. Robbins/CSC, Due: 08-31-01)

PROCESS/PROCEDURES SUB-TEAM STATUS (D. DAVIS/QS30)

Work is in progress to determine the status of processes and procedures for the Center as well as the in-house contractors. A copy of the presentation chart is included as Enclosure 5.

APPLICATIONS SUB-TEAM (L. CARPENTER/AD40)

The status of the Applications Sub-Team was given to the group. The report included the objective of the team, a listing of the team members and their qualifications, the proposed development for the application, and the current status. At the present time, the sub-team effort is in-line with the VPP Implementation Team schedule. The application is 85-90% complete. The completed application is due April 2, 2002. A copy of the presentation charts is included as Enclosure 6.

COMMUNICATIONS TEAM (J. MILBURN/QS30)

The Communications Sub-Team is responsible for developing communication activities and products in support of the VPP Implementation effort. To date, several tasks have been completed and many are ongoing. The sub-team has developed a SHE web page, had several articles in the Marshall Star, developed a VPP logo, and is helping plan the Center Safety Day activity scheduled in October. A copy of the presentation chart is included as Enclosure 7.

OPEN ACTION LOG (COUNCIL)

The open actions assigned within the council were reviewed. One action, VPP-0014 was closed. A copy of the closure response is included as Enclosure 8. One new action noted in the minutes was added. A copy of the open actions log is attached as Enclosure 9.

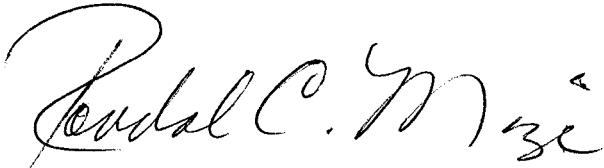
The group discussed the process that would be put in place to distribute the "check-lists" throughout the Center for the required "self-assessment" (Ref: Action VPP-0013). This issue will be the main topic of discussion at the next VPP Steering Council Meeting.

OTHER

No other items for record were discussed.

NEXT VPP COUNCIL MEETING

8:30 –10:00 a.m. A copy of the agenda and a reminder of the meeting will be sent to the council members prior to that date.

A handwritten signature in black ink, reading "Rondal C. Mize". The signature is fluid and cursive, with the first name "Rondal" being the most prominent.

Rondal C. Mize
Secretary
VPP Implementation Team

Enclosures

Distribution:
Team Members
Meeting Attendees

cc:
DA01/A. G. Stephenson
DD01/James W. Kennedy
QS01/Amanda Goodson

VPP STEERING COUNCIL MEETING

FRIDAY, August 17, 2001

BLDG. 4202/326A, 8:30 – 10:00 A.M.

MEETING ATTENDANCE:

Center Operations Directorate

<u> </u> Jim Carter	AD01	544-6630
<u> </u> Cathy Miller	AD21	544-5187
<u> X </u> Linda Carptenter	AD40	544-8236

Customer & Employee Relations Directorate

<u> </u> Susan Cloud	CD01	544-5377
<u> X </u> Pat Schultz	CD20	544-7559

Director's Office

<u> X </u> Axel Roth	DE01	544-0451
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Engineering Directorate

<u> X </u> Nelson Parker	ED01	544-1001
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Flight Projects Directorate

<u> X </u> Keith Cornett	FD24	544-4321
<u> </u> Murray Castleman	FD11	544-0168
<u> </u> Jackie Steadman	FD10	544-1940

Office of Chief Counsel

<u> X </u> Audrey D. Robinson	LS01	544-0026
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Space Shuttle Projects Office

<u> </u> Jody Singer	MP01	544-0612
<u> X </u> Darlene Garner	MP71	544-0123

Safety and Mission Assurance Office

<u> X </u> Dennis Davis	QS10	544-8628
<u> X </u> Jim Ellis	QS01	544-0721
<u> X </u> Judy Milburn	QS30	544-4802
<u> X </u> Ron Mize	QS01	544-2485

Office of Chief Financial Officer

<u> </u> Frank Mayhall	RS01	544-7266
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Procurement Office

<u> </u> Byron Butler	PS01	544-0253
<u> X </u> Jerry Williams	PS10	544-0295
<u> </u> Joseph D . Hobson	PS01	544-0375

Science Directorate

<u> </u> Tom Fleming	SD01	544-3962
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Space Transportation Directorate

<u> </u> Alberto Duarte	TD01	544-2944
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Systems Management Office

<u> </u> Joe Hamaker	VS10	544-0602
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MESA

<u> X </u> Wes Darbro	SD22	544-742
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AFGE

<u> </u> Alice Sams	PS50	544-0374
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Contractors

<u> X </u> Dave Burks	Cortez III	544-1985
<u> </u> Donnie George	USA-ES&H	971-3102
<u> X </u> Rhonda Mann	USA-ES&H	971-3128
<u> X </u> Phil Robbins	CSC/MSAT	544-6098

**VPP STEERING COUNCIL MEETING
FRIDAY, AUGUST 17, 2001
BUILDING 4202, CONFERENCE ROOM 326A, 8:30 – 10:00 A.M.**

MEETING AGENDA

1) OPENING REMARKS (A. ROTH/DE01)

**2) VPP IMPLEMENTATION TEAM STATUS
(K. CORNETT/FD24/P. ROBBINS/CSC)**

3) VPP IMPLEMENTATION TEAM SUB-TEAM STATUS

Assessment Team	David Hood/FD03
Training Team	Pat Schultz/CD20
Process/Procedures Team	Dennis Davis/QS30
Applications Team	Linda Carpenter/AD40
Communications Team	Judy Milburn/QS30

4) OPEN ACTION LOG (COUNCIL)

5) NEXT MEETING:

**DATE: TBA
TIME: TBA
BUILDING: TBA; CONFERENCE ROOM: TBA**

Activity Name	2001												2002							
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	
PROJECT MILESTONES																				
ID VPP Imp. Team																				
Implementation Plan																				
Clarify SHE Records																				
Self- Assessment																				
Distribute Checklists																				
Perform Self Assessment																				
Report results to Steering Council																				
ID Systemic Issues																				
Develop Corrective Action Plan																				
Implement Corrective Action Plan																				
Mock-Audit																				
Org. Readiness for Mock-audit																				
Perform Audit																				
Report Results to Steering Council																				
Develop Corrective Action Plan																				
Perform Corrective Actions(Final)																				
Org. Readiness for OSHA On-site Review																				
SHE Readiness Review																				
Submit VPP Application																				
OSHA Onsite Review																				
VPP STAR Certification																				
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	

Enclosure 3

VPP/SHE TRAINING COMMITTEE



The VPP/SHE Training Committee coordinates Safety, Health, and Environmental (SHE) training activities.

Activities

- Identify required VPP/SHE training courses for ALL employees.
- Recommend training, where required, for visitors.
- Assure consistent levels of quality for VPP/SHE training courses.
- When required, facilitate (via EMS) the development of training materials.
- Assure consistent levels of competency for VPP/SHE Program trainers.
- Establish a system for documentation of VPP/SHE training records.
- Monitor and report the status of VPP/SHE training for the entire MSFC community.

P. Schultz / 08-17-01

Enclosure 4

Schedule

Activity	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28		1/01
SHE Program training requirements and affected personnel																
Gap analysis, select optimal approach to filling each gap																
Committee review and approval of submitted training courses																
Committee review and approval of recommended trainers																
Coordinate development of needed SHE training courses																
Catalog and schedule of currently available SHE Program training																
Supervisor's guide to determining employee training requirements																
Define, document, and publicize record-keeping requirements																
SHE Training Program status reports																
SHE Training Program access processes																
SHE Training Program record-keeping system																
Catalog and schedule of currently available SHE Program training																
Configuration control process for SHE training course design and content																
Periodic management review of SHE Training Program																
SHE Training Program continual improvement process																

VPP Training Subcommittee Schedule

[illegible]

Process/Procedures Team

- Review NASA Procedures and Required Records (Completed)
 - MSFC SH&E MPG's and MWI's Reviewed - 46
- Identify/Correct problems (Started; ECD 11/01)
 - Required Records Identified - 85
 - Records or Procedures Identified with Problems - 30
- Do Same for Contractor Instructions and Records (Started; ECD 2/02)
 - Currently Collecting Contractor Plans and Procedures – Received 16 of ~35
- Develop Check List for Self-Assessment (Started; ECD 9/15)

VPP/SHE Communications Team

- Responsible for developing communication activities and products in support of the VPP Implementation project.
 - VPP Logo
 - Publicize activity of other VPP teams, as requested
 - Marshall Star Articles (Monthly)
 - Combined SHE Web Page
 - Supervisors Safety Web Page (SSWP)
 - Family Fun Day, August 25 (Game Booth)
 - Safety Day, October 17 (VPP Information Booth)
 - Contest & Prizes (Spot-the-Mascot & Golden Star)
 - Develop VPP questions for Safety Bowl
- Team Status – In line with VPP Implementation Schedule

J. Milburn/08-17-01

Enclosure 7

Response to Action: VPP-0014

- Organization Leads required to attend bi-weekly VPP Coordination meeting with VPP implementation team for 1 hour
- Additional required effort is based on several factors
 - Action items they receive from the coordination meeting (not predictable)
 - Size of their organization (civil service plus contractors)
 - Effectiveness of internal organization set up
 - Organization Lead's leadership skills

LAST UPDATE: 08-17-01

**VPP STEERING COUNCIL
OPEN ACTIONS LOG**

- | | | |
|----------------------|-----|---|
| VPP-0010
06-12-01 | (O) | Determine if support contractor will have a contractual problem implementing VPP with their current contract.
(Council Members, Due: 08-01-01) |
| VPP-0012
07-12-01 | (O) | Review the different, possible scenarios for performing a mentor assessment at MSFC and make a recommendation as to the time and cost required to do the mentor assessment in the September-October time frame.
(J. Carter/AD01, J. Ellis/QS01, Due: 01-15-02) |
| VPP-0015
08-17-01 | (O) | Determine if awarded contracts include a clause that pertains to the required training for any new MSFC initiatives, such as ISO 9000 and VPP Certification.
(B. Butler/PS01, P. Robbins/CSC, Due: 08-31-01) |